

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.806
	STATE OF HAWAII	8.807
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Minimum Qualification Specifications
for the Classes:

DEPUTY SHERIFF I, II, III, and IV

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the type and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Exper (years)	Specialized Exper (years)	Supvry Exper (years)	Total Exper (years)
Deputy Sheriff I	3	0	0	3
Deputy Sheriff II	3	1	0	4
Deputy Sheriff III	3	2	*	5
Deputy Sheriff IV	3	2	1	6

General Experience: Work experience which demonstrated the following abilities: (1) read and comprehend complex material, such as rules and regulations; (2) write clear, factual reports; and (3) meet and deal effectively with people. Such experience must demonstrate the ability to read, write, understand and communicate effectively with others in English.

Specialized Experience: Responsible work experience in the enforcement of laws and rules which involved the exercise of all the powers and authority of a police officer, including the power of arrest, and which involved detecting and investigating violations, collecting and reporting facts and evidence pertaining to such violations, and enforcing and promoting compliance. Such experience must have demonstrated knowledge of and ability to apply statutes and rules; principles, practices, methods, and techniques of law enforcement such as patrol and surveillance, inspection and investigation, arrest and evidence, search and seizure; report writing; court procedures; and the use of firearms.

Supervisory Experience: Responsible experience which involved supervising law enforcement officers in the performance of law enforcement activities. Creditable supervisory experience must have included the full range of supervisory duties including: (1) planning, organizing, scheduling, and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult work problems; (4) training and developing subordinates; and (5) evaluating their work performance, and disciplining them when necessary. The supervisory work experience must have been comparable to the Deputy Sheriff III in State service.

* For the class Deputy Sheriff III, applicants must have demonstrated evidence of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by detail to supervisory positions; by completion of training courses in supervision accompanied by application of supervisory skills learned in assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

1. Graduation from high school, or equivalent, may be substituted for one (1) year of General Experience.
2. Successful completion of an academic year at an accredited college or university above the high school level may be substituted for General Experience on a year-for-year basis.
3. Successful completion of an associate degree in police science from an accredited college or university or completion of two academic years from an accredited college or university which included 24 semester credit hours in law enforcement providing knowledge of the techniques of patrol and surveillance, inspection and investigation, rules of arrest and evidence, search and seizure, and report writing may be substituted for the requirements for the II level.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively

demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Special Requirements:

Applicants must meet all federal and State regulations applicable to the carrying, use and possession of firearms and ammunition.

Applicants must be available to work rotating shifts, evenings, weekends, holidays, and on-call.

For some positions, applicants for the I, II, III, and IV levels must be able to swim 100 yards.

For some positions at the II, III, and IV levels, applicants must have had experience which clearly demonstrates the applicant's ability to operate vessels, motorboats or sailboats with auxiliary power.

License Requirements:

Applicants must possess a valid license to drive in the State of Hawaii.

Personal Requirements:

Applicants must demonstrate that they possess traits and characteristics required for this work. Among these are alertness, tact, integrity, honesty, good judgment, and ability to deal with employees and with the general public.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

The duties of these positions require moderate to arduous physical exertion involving walking and standing, running, use of firearms, night work, and exposure to inclement weather. Applicants must be physically able to perform the duties of the positions, which are described elsewhere in this specification, have the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants, who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation, will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specifications for the classes DEPUTY SHERIFF I, II, III, and IV, approved on February 23, 1995.

DATE APPROVED: 9/26/01

DAVIS K. YOGI
Director of Human Resources Development